

General Obligation Bonds - Guidance Sheet

The 4.5.8 New Mexico Administrative Code (NMAC) governs the general obligation bond funds (GO Bonds) distribution to public libraries program. The purpose of the library bond program is to provide supplemental funds for library resources. Supplemental funds are not intended to replace any part, or all, of the library's regular budget.

The library bond program funds "equipment, library furniture, fixtures and supplemental library resource acquisitions, including print, non-print and electronic resources, and for the purchase and installation of broadband internet equipment and infrastructure at nontribal public libraries statewide..." [SFA/SB 122, pp. 22-23]

Allowable Purchases – GO Bond funds **can** be used for:

- Library Collections - Items traditionally available at the library and intended for public use, such as books, e-books, audiobooks, DVDs, CDs, electronic and digital media, licensed databases (e.g., ancestry.com, mango languages), etc., are allowable. Processing materials, e.g., spine labels, barcodes, are also allowed.
- Library Equipment - technological and mechanical items associated with the delivery of library services. Equipment may include computers, software and related peripherals such as printers, wireless routers, scanners, security equipment; servers; thin client terminals; networks, including wireless networks; telecommunications; automation systems; the purchase and installation of broadband internet equipment and infrastructure and other equipment used to assist in meeting the information needs of a library's clients.
- Furniture - movable objects necessary to make a library facility comfortable *for patrons*.
- Fixtures - permanently attached items which improve the use of the library.

Non-Allowable Purchases - GO Bond funds **cannot** be used for:

- Library Staff Salaries or Professional Development.
- Administrative expenses such as budgeting, accounting, financial management, data processing, and legal services.
- Indirect costs such as warranties, service contracts or maintenance contracts.
- Programming supplies, e.g., craft materials, decorations; office supplies such as copy paper, folders, glue, etc.
- Food, giveaways/incentives, library decorations, library *staff* furniture, recreational rentals/purchases (e.g., party supplies), including cost of receptions, fund-raising events, other social functions, etc.
- Operational expenditures that do not directly relate to the delivery of basic library services to library patrons, such as maintenance/cleaning supplies and cleaning equipment, vacuums, etc.
- Capital improvements and construction.

2016 GO Bonds are available to libraries until April 1, 2021.

*This informational guidance sheet is not an exhaustive list of all allowable and non-allowable expenditures. The State Library cannot ensure that an expenditure will be reimbursed unless the local library follows the Notice of Obligation (NOO) process prior to making purchases. If there are questions as to the NOO process or how to expend GO Bond funds, please contact the Library Development Bureau, 1-800-340-3890.

